

Home Occupation Permit

Application procedure and instruction

This is to serve as a General Guideline Only

Step 1

- Obtain Home Occupation Permit Application from the Town Clerk's Office or website.
- Complete; in full, the Home Occupation Permit Application including a Short Environmental Assessment Form.
- Attach required maps and submissions.
- A one time fee of \$100 required (*payable to the Town of Cobleskill*).

Step 2

- Applicant submits completed application; in full, to the Zoning Officer for review, to determine if Home Occupation; found in the Town's Zoning Law, is allowable.
- If allowable, the applicant shall submit 9 (nine) copies of the completed application and required fee to the Planning Board Secretary for Planning Board review and approval at a minimum of 15 (fifteen) days prior to the regularly scheduled Planning Board Meeting. (*Meetings are scheduled for the 3rd Wednesday of every month*)
- The site plan fee is waived for this application; the applicant shall be responsible for any additional costs incurred for the review of the application.

Step 3

- The applicant or representative; with written permission, must present their "project" to the Planning Board at a meeting.
- If required or at the Planning Boards discretion, a public hearing may be scheduled. The Planning Board Secretary will notify adjoining property owners of the public hearing through the list provided from the completed application.

Step 4

- The Planning Board shall notify the applicant, within 62 days of the date reviewed by the Zoning Officer, as to its final decision.

Step 5

- The applicant may be required to obtain a building and zoning permit if determined appropriate by from the Zoning Officer.